

## **Job Description: Youth Ministry Coordinator**

This position is offered as a part-time or full-time position.

### **PURPOSE**

To work with the Associate Pastor in Youth & Children Ministry to develop the Youth Ministry of Koinonia Evangelical Church.

### **RESPONSIBILITIES**

The primary responsibility of the Youth Ministry Coordinator is to collaborate with the Associate Pastor to oversee the development of the youth ministry.

Tasks will include but not limited to:

- Coordinate youth ministry administrative tasks
- Support servant recruitment, scheduling and preparations
- Support Sunday worship program preparation, briefing and debriefing and follow up on action items
- Support high school and college small group programs
- Support outreach, outings, camps and retreats activities
- Meet regularly with the staff team and team leaders to provide support for ministry development
- Collaborate with other ministry teams
- Support annual budget and expense management

### **WORK RELATIONSHIP**

- Associate Pastor – Report and be accountable to the Associate Pastor
- Ministry Teams – Work with other ministry teams to coordinate youth ministry logistics
- Youth Ministry Team - Collaborate and work with team leaders
- Youth Ministry servants - Coordinate and facilitate servants
- Youth and families - Provide support to youth and families

### **QUALIFICATION**

- Possess spiritual and emotional maturity; believe in sound doctrines; demonstrate character of Christ-likeness; desire continuous spiritual growth

- Completed an undergraduate degree (or 3rd year college student) and has at least 2 years of relevant experience in the youth ministry
- Self-motivated, good time management, strong administrative abilities and attention to details
- Proficiency in the use of MS Office software, Google applications, cloud services required
- A good communicator, a strong team worker with good people skills and competent conflict resolution experience
- Willing to submit and follow the ministry philosophy of the Lead Pastoral Team
- A lifetime learner in leadership, ministry, and discipleship
- Work on Sunday and evening as needed
- Experience in volunteer management an asset
- Experience in youth ministry curriculum planning an asset
- Fluency in written and spoken English (Spoken Cantonese an asset, but not required)
- Current First Aid certification preferred, but not required
- Criminal record check required

## **GROWTH EXPECTATIONS**

- Knowledge of spiritual leadership
- Knowledge of Children's Ministry development
- First Aid certification

All interested candidates are asked to submit a resume and covering letter indicating how that meet the qualifications of the position to:

[recruit@koinoniachurch.ca](mailto:recruit@koinoniachurch.ca)

Please quote the job title on the subject line when applying by email.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.